

UNITED STATES DEPARTMENT OF AGRICULTURE

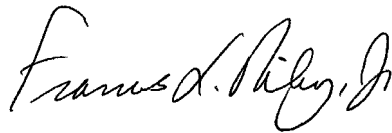
Farm Service Agency
Washington, DC 20250

Notice PM-2282

For: FAS National Office Employees and All FSA Federal Employees and County Office Employees

2002 Aspiring Leader Program (ALP)

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Purpose

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for the 2002 ALP.

B

Contact

If there are questions about this notice, contact Tanya Coram-Howard at 202-418-9044 or TDD 202-418-9107.

2 ALP Overview and Dates

A

**Program
Overview**

ALP is:

- a 6-month leadership development program for Federal/County employees who are at the GS/CO-5 through GS/CO-7 level and who have potential leadership qualities and abilities.
- designed to enhance employees' teaming, leadership, and management skills such that they can become more effective team members, project leaders, and office managers.

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Disposal Date

August 1, 2002

Distribution

FAS National office Employees and All FSA
Federal and County Office Employees

2 ALP Overview and Dates (Continued)

A

Program Overview (Continued)

- tailored to the participant's own developmental needs using basic competencies. The basic competencies include:
 - leadership
 - problem solving
 - self-direction
 - flexibility
 - interpersonal skills
 - decisiveness
 - written communication
 - oral communication
 - technical credibility
 - customer service.
-

B

Program Date

There will be one program for 2002 which will begin on April 7, 2002.

The program includes 3 separate 1-week residential seminars located within 200 miles of the Washington, D.C. area.

3 Program Components

A
Program
Requirements

Participants must complete all of the following program requirements:

- Core Classroom Curriculum

Note: See subparagraph C for three 1-week seminars.

- Individual Needs Assessments
 - Leadership Development Plan
 - Management Readings
 - 3- Management Interviews
 - 1-Week Shadowing Assignment
 - 30-Day Developmental Assignment
 - Learning Team Activities.
-

B
ADP
Requirements

Participants should have access to the following:

- computer with printer
 - modem
 - internet electronic mail.
-

Continued on the next page

3 Program Components (Continued)

C

Core Curriculum Outline An outline of each residential 1-week seminar is in the following table.

Week I--Core I	Week II--Core II	Week III--Core III
Orientation and Skill Building	Teams at Work	Team Presentations, Close-Out, and Graduation
<p>Participants are assigned to a Leadership Development Team and begin working on team presentations. In addition, program requirements, policies, expectations and opportunities are outlined.</p> <p>Participants will also focus on:</p> <ul style="list-style-type: none"> individual development needs self-direction team building leadership skills team formation interpersonal skills. 	<p>Core II takes place 6 weeks after orientation and concentrates on:</p> <ul style="list-style-type: none"> team performance conflict management decision making problem solving interpersonal skills customer service diversity and cultural awareness in the workplace flexibility presentation skills. 	<p>This is the final week of the program. Teams deliver presentations. Participants, supervisors, managers, program coordinators, team advisors, and mentors attend a graduation ceremony and luncheon. The emphasis is placed on:</p> <ul style="list-style-type: none"> oral communications self-direction leadership skills.

D

Additional ALP Information Exhibit 1 contains information from the ALP brochure.

4 Nomination Process

A Nominee Qualifications

Nominees for ALP must:

- be permanent full-time employees

Note: Schedule B employees with re-employment rights are also eligible to apply.

- be at the GS/CO-5 through GS/CO-7 or equivalent level
 - have potential leadership qualities and abilities
 - have the potential and motivation to complete all ALP requirements.
-

B Nomination Procedure

Eligible employees may apply by submitting a nomination package containing the following:

- completed AD-2021 (Exhibit 2), including supervisory concurrence and signature

Notes: Union officials on 100 percent official time do not need supervisory concurrence and signature.

AD-2021 is available at the FFAS Employee Forms website at <http://intranet.fsa.usda.gov>

- a statement written by the first-line supervisor or Agency nominating official that assesses the applicant's potential
-

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4 Nomination Process (Continued)

B

Nomination Procedure (Continued)

- current resume, OF-612, or SF-171 that includes the following:
 - full name
 - home address
 - applicant's signature
 - date signed
- written statement of up to 2 pages, addressing how this training will improve performance in current and expected job assignments

Note: Emphasis should be placed on how abilities or competencies in the following areas are supported:

- leadership
 - initiative
 - interpersonal communication
 - oral
 - written
 - technical competence
 - list of all formal training courses taken in the last 5 years.
-

C

Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact Tanya Coram-Howard at 202-418-9044 or TDD 202-418-9107 by COB December 14, 2001.

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4 Nomination Process (Continued)

D

Submitting Nomination Forms

Send the original and 3 copies of the completed nomination package using either of the following methods.

Note: FAXed copies will **not** be accepted.

IF sending by...	THEN use the address...
regular mail	TANYA CORAM-HOWARD USDA FSA HRD TDB STOP 0574 1400 INDEPENDENCE AVENUE SW WASHINGTON, DC 20250-0574
FedEx	TANYA CORAM-HOWARD USDA FSA HRD TDB SUITE 303-A 2101 L STREET NW WASHINGTON, DC 20037-1526

E

Deadline Date

All nominations must be **received** in HRD, TDB by **COB December 14, 2001**. Nominations received after this date will not be considered. Substitution of nomination items will not be permitted after the deadline.

5 Selection Process

A

Participants by Organization

Employees selected will be organizationally distributed as follows:

- FAS may support up to 3 nominees
 - FSA may support up to 15 nominees.
-

B

Participant Selection

Participants will be selected as follows.

- Panels will review and rank employee nominations using Agency-wide criteria.

Note: Candidates will be considered without discrimination for any nonmerit reason, such as race, color, religion, sex, national origin, age, marital status, or disability.

- The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.
- FAS and FSA Partnership Council-related work shall be viewed as administrative duty and, thus, shall be subject to evaluation by the panel.
- Recommendations are made to the Administrator based on the following table.

IF the nominee is an employee of...	THEN the...
FSA	Panel recommends final participants and refers participants to the Administrator or designee for approval for the allotted number of spaces approved.
FAS	<ul style="list-style-type: none">• Executive Advisory Group makes recommendations to the Administrator• Administrator or designee selects final participants.

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5 Selection Process (Continued)

C

Panel Membership

HRD, TDB will facilitate panels. Separate panels will be established for each Agency. The panel consists of:

- 3 voting agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting union representative.

Note: Union participation will be based on the Agency's selection panel.

A panel will not be held if the number of applications received does not exceed the number of positions available.

D

Program Costs

Tuition for the 2002 ALP is \$2,295 per participant.

- Tuition for FAS employees will be paid from the Agency-wide management fund.

Note: Individual training budgets will not be charged.

- Tuition for FSA employees will be coded to each individual office.
- Non-Federal employees should use nonpayroll allotments and the normal check writing process. Allotment increases to cover tuition costs may be requested from the Budget Division.

Tuition does **not** include travel and lodging costs, which will be funded by the employee's office travel budget.

Note: Meals **are not** included in the tuition costs. A complimentary meal will be provided by the Leadership Development Academy during the graduation ceremony.

5 Selection Process (Continued)

E

**Selection
Notification**

HRD, TDB will notify nominees whose names are forwarded to the Graduate School, USDA for consideration. The Graduate School, USDA will send selectees written notification of their acceptance.

F

**Labor
Management
Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Additional ALP Information

Core Classroom Curriculum

The Aspiring Leader Program's classroom curriculum is divided into three 5-day residential seminars located within a 200-mile radius of the Washington, D.C., metropolitan area. Because teamwork is critical to good management, participants are assigned to a Leadership Development Team during their residential sessions. These teams strengthen leadership and interpersonal skills, stimulate commitment to personal development and provide a forum for exploring and addressing current issues facing supervisors and managers in the federal workplace. Each team will prepare and deliver a two-hour presentation on a management-related topic for their class. Additional details for each session follow:

WEEK 1: Orientation and Skill Building

This session focuses on the participants':

- **Individual Development Needs**
- **Self-Direction**
- **Team Building**
- **Leadership Skills**
- **Team Formation**
- **Interpersonal Skills**

Participants are assigned to Leadership Development Teams and begin working on team presentations. In addition, program requirements, policies, expectations and opportunities are outlined.

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Additional ALP Information (Continued)

WEEK 2: Teams At Work

This session takes place approximately six weeks after the initial session and concentrates on:

- **Team Performance**
- **Conflict Management**
- **Decision Making**
- **Problem Solving**
- **Interpersonal Skills**
- **Customer Service**
- **Diversity and Cultural Awareness in the Workplace**
- **Flexibility**
- **Presentation Skills**

Teams continue working on presentations.

WEEK 3: Team Presentations, Closeout and Graduation

In this session, emphasis is placed on:

- **Oral Communication**
- **Self-Direction**
- **Leadership Skills**

Teams deliver presentations. Participants, supervisors, managers, program coordinators, team advisors and mentors attend a graduation ceremony and luncheon.

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Additional ALP Information (Continued)

Other Program Components**Individual Needs Assessment**

In order to help customize the program to fit individual needs, each participant will complete the following before attending the initial residential session:

- **Leadership Effectiveness Inventory to assess competencies and managerial skill level; and**
- **Myers-Briggs Type Indicator to facilitate team-building exercises**

Leadership Development Plan

Each participant creates a Leadership Development Plan for developmental assignments and independent study activities within his/her agency. This plan acts as the blueprint for his/her developmental program. Participants are also required to prepare a plan for continuous development once they have completed the program. The Aspiring Leader Program will provide a questionnaire to help participants define and meet specific career development objectives. The Aspiring Leader Program Director will counsel each participant on plan design. Participants must coordinate plan preparation with their first-line supervisor and agency program coordinator to ensure appropriate support.

Management Readings

In order to broaden knowledge of the management field and strengthen analytical skills, participants will read and write their reviews of two books on management issues.

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Additional ALP Information (Continued)

Other Program Components (Continued)**Management Interviews**

Participants must interview a minimum of three federal managers at the GS 11-13 levels. These interviews will provide an additional opportunity for participants to have visibility at the management level and gain critical information for long-term career planning and development.

Shadowing Assignment

In addition to the three residential sessions, the program includes a one-week "shadowing" assignment of a federal manager at the GS 11-13 levels. Participants will observe a manager in action, focusing on their management style and how they interact with their employees.

30-Day Development Assignment

Participants will complete a 30-day development assignment within their agencies, but outside their position of record. The development assignment does not have to be completed within 30 consecutive days.

Learning Team Activities

Participants are assigned to learning teams during the orientation session. Each team will explore a program-related issue and make a one-hour team presentation of this issue during the final week of the program. This activity is designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development, value and increase the understanding of diversity and to provide a forum to explore current issues facing leaders in the federal workplace.

AD-2021, 2002 Aspiring Leader Program (ALP) Nomination Form

REPRODUCE LOCALLY. Include form number and date on all reproductions.			
AD-2021 (11-28-01)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
2002 ASPIRING LEADER PROGRAM (ALP) NOMINATION FORM			
Note: Deadline December 14, 2001			
1. Indicate appropriate Agency (Check):			
FSA <input type="checkbox"/>		FAS <input type="checkbox"/>	
2. Name	3. Duty Station	4. Stop Code	
5. Title	6. Grade	7. Telephone Number ()	
8. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified. Travel/lodging costs will be funded by the employee's office travel budget. NOTE: Union officials on 100% official time do not need supervisory concurrence and signature.			
A. Supervisor's Signature		Date	
B. State Executive Director Signature (Required for all County Employees)		Date	
9. Other required information to be included with this nomination form:			
A. A statement written by the first-line supervisor or Agency Nominating Official that assesses the applicant's potential.			
B. Current resume, OF-612 or SF-171, which includes the following:			
<ul style="list-style-type: none"> • Full Name • Home Address • Signature of Applicant • Date 			
C. Written statement of up to 2 pages addressing how this training will improve your performance in current and expected job assignments. Emphasis should be on how abilities or competencies in the following areas are supported:			
<ul style="list-style-type: none"> • Leadership • Initiative • Interpersonal Communication • Oral • Written • Technical Competence 			
D. List of all formal training courses taken in the last 5 years.			
10. Please submit this nomination form and all other "required" information listed above (the original and 3 copies), by December 14, 2001.			
Tanya Coram-Howard USDA FSA HRD TDE STOP 0574 1400 Independence Avenue, SW Washington, DC 20250-0574		OR FEDEX Tanya Coram-Howard USDA FSA HRD TDB Suite 303-A 2101 L St. NW Washington, DC 20037-1526	